



Set Up Your Social Media Management Platform

1. Go to [Buffer.com](https://buffer.com)
2. Enter your email address and click **Get Started Now**

3. Create a password and click **Sign Up**

Let's get your account set up

Email

✓

Create a Password

.....

👁 Show

✓ At least 8 characters long

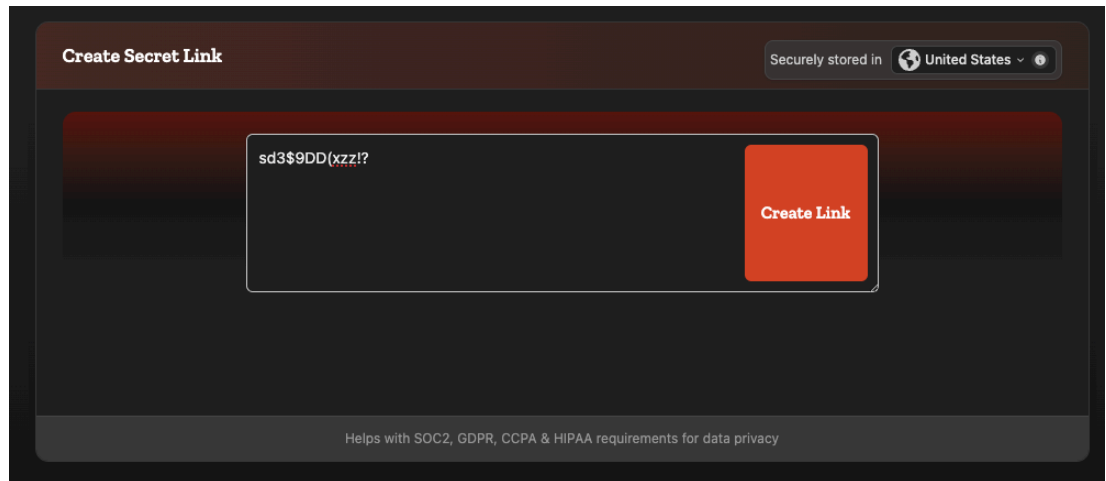
✓ Contains 1 uppercase character

✓ Contains 1 number or symbol

Sign Up

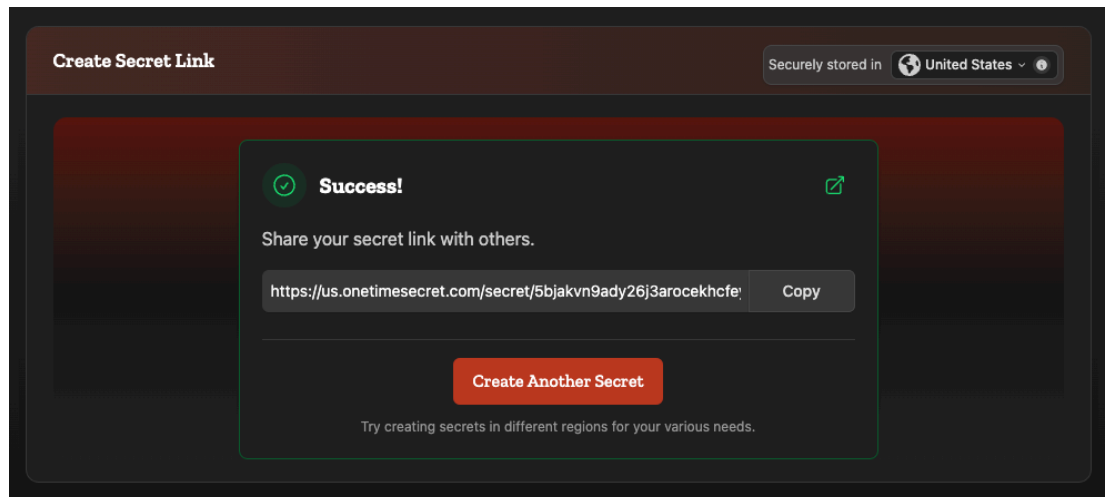
4. **Connect Accounts:** From the left-hand menu, start connecting your channels and follow the on-screen prompts. If you plan to use Facebook and Instagram, only connect Instagram as we'll use it to cross-post to Facebook.
5. **Share Your Login:** Go to <https://onetimesecret.com/en/> and enter your password in the text box. Make sure the top-right dropdown shows 'United States'.

- a. Click **Create Link**



The screenshot shows a web interface titled "Create Secret Link". In the top right corner, it says "Securely stored in" followed by a globe icon and "United States" with a dropdown arrow. The main area contains a text input field with the placeholder text "sd3\$9DD(xzz!?" and a red "Create Link" button to its right. At the bottom of the interface, there is a small line of text: "Helps with SOC2, GDPR, CCPA & HIPAA requirements for data privacy".

- b. Click **Copy** on the next page.



The screenshot shows the "Success!" confirmation screen. It features a green checkmark icon and the text "Success!". Below this, it says "Share your secret link with others." and displays a URL: "https://us.onetimesecret.com/secret/5bjakvn9ady26j3arocekhcfe:". To the right of the URL is a "Copy" button. At the bottom, there is a red "Create Another Secret" button and a small note: "Try creating secrets in different regions for your various needs." The top of the screen shows the same "Create Secret Link" header and "Securely stored in United States" status as the previous screenshot.

IMPORTANT: Do not visit this link or it will expire. It is only meant to view once.

- c. Send this link, along with the site and username, to teambeesocials@gmail.com



Buffer Login for Jane Doe

teambeesocials@gmail.com

Buffer Login for Jane Doe

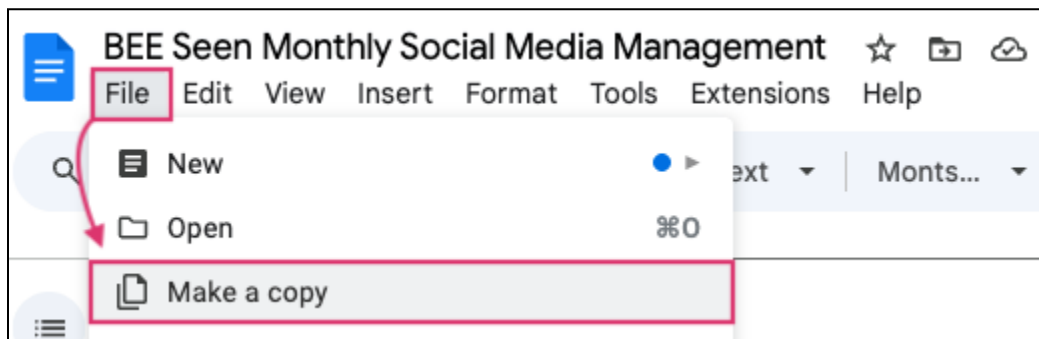
Username: <your username>

PW: https://us.onetimesecret.com/secret/5bjakvn9ady26j3arocekhcfeyq5mee

6. **Set Up Cross Posting:** Follow the instructions on this page to set up cross-posting from Instagram to Facebook: <https://help.instagram.com/192857082456744>

Send Your Monthly Content

1. Open our [Social Media Management Google document](#) and make a copy.



2. Click Share on the top right, and share the document with teambeesocials@gmail.com with a notification. This way we will know you've shared it.
3. Complete the sheet monthly, at least 1 week before the first post.

That's all! From there, we'll create the graphics based on what you've sent and get the posts scheduled through Buffer.